

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Locker Room Attendant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 OSS
REVISED:	January 22, 2002		

BASIC FUNCTION:

Maintain locker room and adjoining facilities, athletic equipment, and supplies for support to the physical education instructional program in secondary schools; provide custodial maintenance to gymnasium, restrooms, shower rooms, and other assigned buildings and ground areas.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Order, receive, issue, mark, repair, clean, and otherwise care for gymnasium and physical education equipment, towels, clothing, and supplies. **E**

Issue locks and assign lockers. **E**

Prepare and maintain inventory records and lists of school district athletic property and equipment on loan to pupils. **E**

Maintain lost and found department. **E**

Supervise pupil use of shower and locker rooms. **E**

Service dispensers; dust, sweep, mop, scrub, and disinfect locker rooms, toilets, and other plumbing fixtures and building spaces; sweep courts, sidewalks, and other areas as assigned. **E**

Change lamps, pick up and empty trashcans, stack and clean furniture and equipment, and perform related custodial duties. **E**

Supervise student team managers and other student assistants as assigned. **E**

Administer first aid when necessary. **E**

Perform related duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to six months of paid experience in school custodian, labor, stock, or maintenance work or as a recreation facilities attendant.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practical cleaning materials, methods, equipment, and principles of sanitation.

First aid.

Reading and writing English communication skills.

ABILITY TO:

Make minor repairs to athletic equipment.

Train and supervise student assistants.

Exercise judgment in making repairs or recommending replacement.

Maintain inventory and other records.

Plan, organize, and carry out work details efficiently and adjust schedules to seasonal physical education requirements.

Maintain proper security measures for the locker room and equipment and other assigned areas.

Ability to learn and administer first aid.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor locker room, gymnasium, restrooms, and shower rooms; outside ground areas.

PHYSICAL REQUIREMENTS:

Stamina and endurance sufficient for heavy manual work; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store physical education equipment and supplies; lifting light objects.

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Job Code 7555

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